

MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	Coalition Workgroup (CW)
DATE:	May 16, 2008
TIME:	8:45 – 10:00 AM
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	Ann Comiskey
RECORDER	Brenda Stoneburner

INTENDED MEETING OUTCOME

1. Provide updates on Coalition Survey Report and potential List Serve
2. Gain information on Michigan Profile for Healthy Youth and discuss collaboration on initiatives regarding this tool

SUMMARY OF KEY POINTS

1. Welcome and Introductions
2. Goldie moved that minutes of March 14, 2008 meeting be approved; Suzanne seconded. Motion carried. Suzanne moved that minutes of the April 23, 2008 meeting be approved; Kelsey seconded. Motion carried.
3. CW Questionnaire had been sent out, however to date only 24 responses. Question whether all coalitions had received and consistency of lists/responses. Asked for list to be double checked to make sure all CAs had submitted information on coalitions in their region, and then do a test of email addresses to all coalitions to let them know a survey is coming. Double check and re-send the survey to those coalitions that have not responded. It was also requested to have the link to the location of the survey in the email itself, as well as imbedded in the attachment for ease of responding. Two weeks are to be given for response (due date June 10th). June 15th S. Lurie will close the survey and compile responses, with a compilation report sent to CW on June 18th for review at next meeting.
4. Kim Kovalchick and Byron Doty presented information on the Michigan Profile for Healthy Youth (MiPHY). Currently there are 175 questions on the survey on a wide-range of health related issues, and still only takes 30-35 minutes to complete. Just finished round of survey's this year, and timeline for the upcoming two-year period will likely be as follows:

May 2008: Surveys Close Out

June 2008: County reports up

Summer 2008: Evaluation of reports and Dept. of Ed staff begin working on marketing/public relations plan for next round

Fall 2008: Training on data bridging with Western Michigan Univ. and Jim O'Neal (which will include how to compare data; not be a Data 101 session)

School Year 2008-2009: Build relationships with schools to participate in next round of surveys; likely to begin this effort in January 2009 to avoid busy time period of school starting up in the fall and holiday break)

October 2009 through May 2010: Next round of surveys administered

Discussion included general ideas on challenges that will need to be overcome as part of the marketing and PR plan. Some initial ideas generated included: coalitions in their own communities could gather together schools that did the MIPHY with those who did not; and talking points about how useful it is, how it works in their community, and other positive benefits. Coalitions could also provide volunteers to work with/ assist school districts in getting the MIPHY going in their district. Following additional discussion, was proposed to have a couple CW members get together with a couple SEW members to work with Kim, Byron and the Michigan Department of Education (MDE) on the marketing/PR plan as an Ad Hoc committee of the SAC through this summer. Desire for some questions to be incorporated on social norming, which Kim said could be possible if other questions are dropped. To be prepared for this possibility, Sarah and Kelsey will work on developing 1-2 questions that would be most helpful and submit to Kim.

5. ListServ Update: No report

ACTION

ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
Minutes Typed	B. Stoneburner	5/30/08	Completed 5/22/08
Resend CW Questionnaire as outlined in Item #3 of Summary of Key Points	B. Stoneburner will follow up with C. Foxall	5/19/08	Completed, and Questionnaire re-sent 5/20/08
Compile results of Questionnaire and to CW	S. Lurie	6/18/08	
Review responses of Questionnaire for discussion at June meeting	All Members	6/25/08	
Identify CW members to work with MDE on MIPHY marketing and PR plan	A. Comiskey and CW	6/25/08	
Identify 1-2 social norming questions that may be included in MIPHY, as possible and get to K. Kovalchick	S. Lurie and K. Winston	6/25/08	

WORKGROUP OVERLAP

- PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER.
- LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.
- RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.

OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
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RESEARCH & TECHNICAL ASSISTANCE REQUESTS

- PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS." ANOTHER ACTION ITEMS MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS."
- NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD.
- PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.

REQUEST	TO WHOM	ACTION TAKEN

NEXT MEETING			
DATE:	JUNE 25, 2008		
TIME:	9:00 – 10: 50 A.M.		
LOCATION:	Conference Call #404-443-6397; Access Code 3319646#		
ANY ADDITIONAL COMMENTS?			
ATTENDANCE			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS’ AND GUESTS’ NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
COMISKEY, ANN	TROY	CW CHAIRPERSON	YES
FOXALL, CAROLYN	MDCH - ODCP	STAFF LIAISON	NO
HORSFALL, SUZANNE	SUBSTANCE ABUSE COUNCIL SERVING CALHOUN COUNTY	VICE CHAIRPERSON	YES
KRONECK, JOHN	LGWPS MONTCALM COUNTY	MEMBER	NO
LAMPAR, KEN	MACOMB COUNTY PREVENTION COALITION	MEMBER	NO
LURIE, SARAH	ISAP INGHAM COUNTY/EATON ISD	MEMBER	YES
DAVENPORT, CHERYL	TROY COMMUNITY COALITION	MEMBER	NO
MCANDREW, E.J.	VAN BUREN/CASS DISTRICT HEALTH DEPT.	MEMBER	NO
REESE, DONNIS	ALLIANCE OF COALITIONS FOR HEALTHY COMMUNITIES (ACHC)	MEMBER	YES
SCOTT, LARRY	ODCP- PREVENTION SECTION, MANAGER	ODCP STAFF	NO
SHARPE, FELIX	ODCP- PREVENTION SECTION, DIRECTOR	ODCP STAFF	YES
TURK-WHITE, DOREEN	EMPOWERMENT ZONE COALITION, INC., DETROIT	MEMBER	NO
WOOD, GOLDIE	BAY COUNTY PREVENTION NETWORK AT THE NEIGHBORHOOD RESOURCE CENTER	MEMBER	YES
ZIMMERMAN-OSTER, KATHLEEN	TEST, INC., FRASER	MEMBER	NO
WINSTON, KELSEY	UNITED WAY OF JACKSON COUNTY; JACKSON COUNTY PREVENTION COALITION	MEMBER	YES
STONEBURNER, BRENDA	MDCH-ODCP	GUEST	YES
DOTY, BYRON	MDE	GUEST	YES
KOVALCHICK, KIM	MDE	GUEST	YES